



Administrative Policies and Procedures: 31.15

Subject:	Transportation of Child/Youth by Regional and Field Services Employees
Authority:	TCA 37-5-106; 55-9-602
Standards:	COA: ASE 6.03
Application:	To All Department of Children's Services Regional and Field Services Employees That Transport Children and Youth

Policy Statement:

DCS Personnel who transport dependent/neglected and delinquent children/youth will be trained to transport safely and securely and shall comply with applicable State, Federal and other child restraint, seat belt and secure hardware laws, rules and regulations. Any DCS employee transporting children/youth must maintain a valid driver's license.

Purpose:

To establish requirements and procedures for employees that transport children/youth.

Procedures:

A. Employee responsibility for transportation of child/youth	<ol style="list-style-type: none">1. To the extent possible, state vehicles will be used to transport a child/youth.2. If a state vehicle is not available, employees may be required to transport in their personal vehicle if transport cannot be delayed.3. The appropriate Director/Supervisor/designee authorization is required for the use of personally owned vehicles.4. Employees that transport in their <u>personal</u> vehicles are required by DCS to have adequate automobile insurance coverage required by law at their own expense;5. Employees who are responsible for the transporting in state or personal vehicles must maintain a valid driver's license and adhere to all child restraint and seat belt laws as outlined in <i>Tennessee Code Annotated 55-9-602</i>.6. All regional/field services supervisors and family service workers must be able to transport as the need arises.7. Delinquent youth transported to a hardware secure facility (detention, youth development center, secure A & D program, secure psychiatric placement) must be transported in a secure state vehicle (equipped with a security screen, interior door handles removed, etc.).8. Secure vehicles may be used to transport other adjudication types if their
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	<p>behavior presents the need for security and protection (See section C, <i>Secure transportation criteria</i>).</p> <p>9. Any employee trained in search techniques and the use of mechanical restraints may be required to transport delinquent youth.</p> <p>10. All employees transporting children/youth will be properly trained. Tennessee Correctional Academy trainers, trained DCS transportation officers, or other appropriately trained employees will conduct training for staff. The training will be documented on the employees' training record and will include at a minimum:</p> <ul style="list-style-type: none"> a) Proper placement of children/youth in child restraint seats and seat belts; b) The use of handcuffs and shackles; c) Use of transportation assistants; d) Proper placement of a child/youth with presenting behavioral problems when transporting in a non-secure vehicle; e) Safety precautions and potential risks that may be encountered while transporting; f) Emergency contact protocols; and g) Search procedures <p>11. A check-out log must be maintained for logging the use of state vehicles.</p> <p>12. Transportation of females (12 years or older) when a same sex staff member is not available to transport, will require an additional staff member to assist with the transportation.</p> <p>13. Transportation of a female child (any age) during an emergency child protection removal may be accomplished by a male staff member without the necessity of making arrangements for a second staff member to assist.</p> <p>14. All necessary admission forms required for placement of a child/youth must be completed prior to the request for transportation. Any staff member transporting a child/youth may "sign" a child into his/her placement.</p>
B. Local written procedures	<p>Each region must develop written <u>local procedures</u> for requesting and coordinating transportation within their region.</p>
C. Secure transportation criteria	<p>Children/youth requiring transportation in a secure state vehicle must meet at least one (1) of the following criteria:</p> <ul style="list-style-type: none"> 1. Adjudication of delinquency; 2. Documented history of recent assaultive behavior; 3. Documented history of runaway; and 4. Documented incidents of self-harm. 5. The child/youth's current behavior is deemed to present a threat to the safe operation of a non-secure vehicle or a threat to the safety of the employee

D. Secure transportation requirements	<p>Prior to the <u>secure transporting</u> of a child/youth, the vehicle operator must adhere to the following:</p> <ol style="list-style-type: none"> 1. Obtain all records and/or documents that are required. A court order/commitment order, and form CS-0206 Consent to Routine Health Services is the minimum that will be required. 2. The vehicle operator must consider security requirements as if necessity exists. Any child/youth being securely transported must be thoroughly searched prior to transport and mechanical restraints shall be utilized to safely transport all youth to secure facilities (YDC, detention, Secure A&D programs, psychiatric hospitals, etc.) 3. Soft restraints may be utilized on child/youth other than those adjudicated delinquent if it has been determined that the child/youth's behavior is such that may endanger the safe operation of a vehicle or present a threat to the safety of an employee or they are being transported to a secure facility such as a secure A&D program or psychiatric hospital. 4. A child/youth's personal belongings shall not be accessible to the child/youth during a secure transport. 5. When mechanical restraints are used, form CS-0330 Mechanical Restraint Report must be completed and the original placed in the child/youth's case file. 6. If it is necessary to transport a child/youth in mechanical restraints, a secure state vehicle should be utilized. If a secure state vehicle is not available and a non-secure state vehicle must be utilized, a second employee must also assist in transporting. 7. A child/youth in restraints and transported in a non-secure state vehicle must be seated in the rear passenger side seat with the second employee seated in the rear driver side.
E. Operator responsibilities in state and personal vehicles	<ol style="list-style-type: none"> 1. All vehicles used to transport a child/youth must be functionally and mechanically safe (e.g., brakes functional, turn signals operational, etc.). 2. Vehicle operators must adhere to all state and local traffic laws and operate the vehicle in a safe manner. 3. Operators of state vehicles must adhere to DCS Policy <u>30.5, Use, Maintenance and Responsibilities of Operating State Vehicles.</u> 4. All DCS transportation officers must be uniformed as outlined in DCS policy <u>1.18, Uniformed Employee Grooming Requirements and Provisions for Uniforms.</u>
F. Emergency Situations	<ol style="list-style-type: none"> 1. If during transportation a child/youth attempts to runaway or escape, the safe operation of the vehicle takes precedence over preventing a runaway or

	<p>escape.</p> <ol style="list-style-type: none"> 2. If a child/youth escapes, the vehicle operator must immediately notify local law enforcement authorities and his/her supervisor. The incident must be reported as outlined in the applicable <i>Incident Reporting Manual</i>. 3. If a child/youth becomes seriously ill or injured in an accident, he/she must be transported to the nearest medical facility. The vehicle operator must contact his/her immediate supervisor as soon as possible. 4. If there is an equipment malfunction and transportation of the child/youth cannot continue, the vehicle operator must notify his/her immediate supervisor to obtain assistance. 5. Employees involved in an accident while transporting a child/youth in a state-owned vehicle will immediately report the accident to their Supervisor and follow procedures as outlined in DCS Policy <i>30.5, Use, Maintenance and Responsibilities of Operating State Vehicles</i>. 6. Employees involved in an accident while transporting a child/youth in their personal vehicle will immediately report the accident to their Supervisor and follow procedures as outlined in DCS Policy <i>3.10, Coverage for Personal Property Loss and Damage</i> for damages sustained to their personal vehicle. 7. Employees injured while in the performance of his/her duties will follow procedures for reporting and filing worker's compensation claim.
<p>G. Prohibitions regarding transportation of child/youth</p>	<p>The following actions are <u>prohibited</u> when transporting a child/youth:</p> <ol style="list-style-type: none"> 1. Transportation officers or other employees (as applicable) <u>must never</u>: <ol style="list-style-type: none"> a) Leave a child/youth unattended in a vehicle; b) Mechanically restrain a child/youth to a vehicle; c) Transport a child or infant without a child passenger restraint system or a belt positioning booster seat system, as age appropriate by law; d) Allow child/youth to travel without the use of seat belts, as age appropriate by law; e) Transport a child/youth in the front seat of a secure vehicle; and f) Provide secure transportation for a child under the age of 12 without the approval of the Regional Administrator. 2. Children/youth currently taking prescription medication must not be transported to a placement unless the medication or a current "fillable" prescription accompanies the child/youth. 3. No more than a maximum of two (2) children/youth may be transported in one vehicle without permission of the Regional Administrator/designee unless there is another employee accompanying the driver. 4. Transportation Officers shall not be on the job for more than thirty-six (36) hours in a seventy-two (72) hour period of time. There shall be at least one eight (8) hour day or a weekend off following any seventy-two (72) hour

	period of time in which a Transportation Officer is on duty for thirty-six (36) hours. A Transportation Officer shall not be on the job for more than sixteen (16) hours within a twenty-four (24) hour period of time.
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Forms:	<u>CS-0206, Consent to Routine Health Services</u> <u>CS-0330, Mechanical Restraint Report</u>
Collateral documents:	None